

Project Engineer

Summary of Responsibilities

The Project Engineer (PE) is responsible for assisting Project Managers and/or Superintendents in coordinating the activities of a project to ensure cost, schedule, document control and quality standards are met. Under the direction of the PM, PE is expected to take on any/all tasks in the quest to learn all he/she can about construction.

Please send your cover letter and résumé to James Phelps at james@jcp-construction.com to apply.

General Responsibilities:

- Assist the Project Manager in all phases and aspects of the project
- Provide support to Field Staff
- Follow the company's Best Practices

Work Deliverables:

- Project set up within Procore, servers and in the accounting system.
- Prepare and assist with pre-installation meetings.
- Review owner contract and become familiar with terms & conditions.
- Distribute all short interval and overall project schedules. Ensure subcontractors have the most up-to-date scopes of work. Assist PM in the development of the overall project schedule.
- Work to obtain all necessary permits as requested by the PM.
- Ability to review drawings and specifications to become completely familiar with the project and identify long-lead times and critical path items.
- Complete sub evaluations/comparisons of bids, scope review, and complete buyout as requested by PM.
- Develop a project submittal log and obtain designer's approval.
- Manage said submittal log and ensure all submittals are processed promptly.

Operational Excellence (Effective planning):

- Ensure contracts, insurance, and bonds are current and received before subcontractor performs any work on site. Follow up on collection of all non-received documents and escalate any issues to the PM.
- Prepare all project meeting agendas and associated attachments as directed by the PM.
- Attend weekly project meetings as requested by PM and keep detailed meeting minutes for publishing to project team.
- Draft, submit, and track all RFI's and distribute to all team members as appropriate.
- Review project logs (RFI's, Submittals, PCO's) with Superintendent on a weekly basis.
- Pursue and monitor submittals and track deliveries of materials. Verify all submittal conformity to plans & specifications.
- Collect superintendent daily reports, weekly project pictures and safety documentation. Review for completeness and include in project documentation. Inform PM of deficiencies.
- Collect and distribute coordination drawings from appropriate subcontractors. Review drawings with PM and Superintendent. Set up coordination meetings for PM to chair.
- Collect subcontractor changes for review by the PM.
- Execute payment applications.
- Complete quantity take-offs as requested by estimating and PM.
- Review and code invoices. Check for accuracy and compare to cost to complete forecast.

Pride in Workmanship (Finish well):

- Distribute all punch lists & follow-up as necessary to ensure timely completion of punch list.
- Collect all required close out documents for certification.
- Assemble close out documents & address non-compliant subcontractor directly for compliance.
- Relationship Management (Develop critical relationships):
- Maintain client relationships at the appropriate level reinforcing the Company's commitment to continuously addressing their needs and interests.
- Work collaboratively with outside parties (i.e. the design team, etc.) to accomplish client goals.
- Demonstrate effective relationship building within the project team & throughout the Company. Keep field team members (i.e. Superintendent) informed & active in decision-making.
- Promote positive subcontractor relations by dealing professionally and fairly with all subcontractors and vendors instilling this philosophy in project team at all times.